

## Application

Organization Name:

Organization EIN:

Organization Phone #:

Authorized Official First Name:

Authorized Official Last Name:

Authorized Official Email:

Authorized Official Phone #:

Authorized Official Title:

**\*Note: The organization address on the application must match the W9.**

Organization Address:

Organization Address 2:

City: Allentown

State:

Zip:

Date Organization Established:

Organization Website:

Description of Organization:

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1. Purpose of grant (select all that apply):

☐ Payroll Costs

☐ Rent / Mortgage Interest

☐ Utilities

☐ Telephone/Internet Services

☐ Insurance

☐ Operating Expenses (Equipment Leasing, Maintenance, Software/Online Services)

☐ Accounting/Legal Services

☐ Costs Associated with Reopening Guideline

2. Do you know of municipal liens on the property? ☐ Yes ☐ No

3. Are you or anyone with an ownership interest in default on any loans or leases? ☐ Yes ☐ No

4. Are you currently in good standing with the City of Allentown Bureau of Revenue and Audit? ☐ Yes ☐ No

5. Are you currently operating (actively providing a service to constituents in some way)?

☐ Yes ☐ No

If no, please describe your plan to reopen

6. Has the organization received any other COVID -19 relief assistance from the State, Federal or Local sources? ☐ Yes ☐ No

If yes, please identify the program and the amount:

7. Please provide your organization's mission.

8. How does your organization significantly contribute to the artistic life of the community?

9. Estimated annual audience served:

- a. What percentage are Allentown residents?

10. Annual Operating Revenue in 2019 (to be verified by the City of Allentown Bureau of Revenue and Audit):

11. How has your organization been impacted by COVID-19?

Attachments (included as PDF forms only):

- Most recently filed Form 990-EZ (2019) OR applicable business tax return form
- IRS Determination Letter or City of Allentown Business License
- W-9 form
- Certificate of Liability Insurance (\$1,000,000 Coverage) with City of Allentown as additionally insured

## APPLICANT CERTIFICATION

Applicants must be aware of these critical Applicant Certifications. Applicants will be required to self-certify adherence to the following by initialing on each line:

\_\_\_\_\_ The City of Allentown shall rely on applicant certifications for use of funds, Organization eligibility, owner information and financial information for both the Organization and the owner. Applicants must make this certification in good faith.

\_\_\_\_\_ Applicant understands that the grant funds available under the Allentown Arts & Cultural Organization COVID-19 Relief Grant Program are limited, and thus, certain organizations, including organizations who may otherwise qualify for such grant funds, may not be selected to receive grant funds under the Allentown Arts & Cultural Organization COVID-19 Relief Grant Program. The grant funds will be awarded by the City of Allentown.

Organizations receiving grant funds must certify such compliance under penalty of perjury and fines pursuant to [18 Pa. C.S. § 4904](#) (relating to unsworn falsification to authorities) to all of the below:

\_\_\_\_\_ 1. The Organization was in operation on January 1, 2019 and, if required, paid income taxes to the state and federal government, as reported on individual or Organization tax returns.

\_\_\_\_\_ 2. COVID-19 has had an adverse economic impact and makes this grant request necessary to support the ongoing operations of the applicant.

\_\_\_\_\_ 3. The Organization understands that if the funds are knowingly used for unauthorized purposes, as outlined in the eligible expenses listed in this application, the city, county, state and federal government may hold the organization legally liable such as for charges of fraud.

\_\_\_\_\_ 4. The Organization must have been, and remain, in compliance with all relevant laws, orders, and regulations during the period of the COVID- 19 disaster emergency under the Pennsylvania Governor's proclamation dated March 6, 2020, and any and all subsequent renewals. The foregoing includes, but is not limited to, orders by the Governor, Secretary of Health, or other commonwealth officials empowered to act during the emergency. Any noncompliant Organization will be ineligible for funding under this program and may be required to return all, or a portion, of the funds awarded.

\_\_\_\_\_ 5. The Organization is ineligible to receive funding under Allentown Arts & Cultural Organization COVID-19 Relief Grant Program if any leadership of the Organization is presently subject to an indictment or formal criminal charges, nor presently incarcerated.

\_\_\_\_\_ 6. The Organization further certifies that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. The Organization understands that knowingly making a false statement to obtain a grant from the City of Allentown is punishable under state and federal law.

\_\_\_\_\_ 7. The Organization acknowledges that the City of Allentown will confirm the eligible grant amount using documents submitted. The Organization affirms that these documents are identical to those submitted to the Internal Revenue Service.

Electronic Signature of Authorized Representative of Organization

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Signature

Date

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Printed Name of Signee

Title

**OFFICE USE ONLY**

Organization Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Amount Awarded: \_\_\_\_\_

Application Complete ☐ Yes ☐ No

Applicant in Compliance ☐ Yes ☐ No

Approved by: \_\_\_\_\_

Signature

Date